



School Official's Checklist

Name: _____

School: _____

Room or Area: _____ Date Completed: _____

Signature: _____

Instructions

1. Read the *IAQ Backgrounder* and the Background Information for this checklist.
2. Keep the Background Information and make a copy of the checklist for future reference.
3. Complete the Checklist.
 - Check the "yes," "no," or "not applicable" box beside each item. (A "no" response requires further attention.)
 - Make comments in the "Notes" section as necessary.
4. Return the checklist portion of this document to the IAQ Coordinator.

1. ROLE AS A LIAISON

	Yes	No	N/A
1a. Obtained approval for IAQ program from the school board and continuously kept board informed of progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1b. Arranged proper funding for IAQ program through the school CFO and, if necessary, the school board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1c. Collaborated with unions to establish processes to address various situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1d. Communicated IAQ program's progress to parents, community, and media.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1e. Introduced IAQ Coordinator to staff, fully endorsing his or her leadership.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. VERBAL AND WRITTEN SUPPORT

2a. Ensured that top level management provided written support for the <i>IAQ TFS</i> Program.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2b. Wrote a letter to notify EPA that the school is participating in the <i>IAQ TFS</i> Program (qualifying the school for a Great Start Award).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2c. Participated in EPA's mentoring program (i.e., obtained advice from schools and districts with effective IAQ programs and, after implementation, provided advice to other schools and districts initiating an IAQ program)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2d. Applied for EPA's Leadership and Excellence Awards (after implementing the IAQ program).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. IAQ MANAGEMENT PLAN

3a. Authorized (or obtained authorization for) the development of a district-wide IAQ management plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3b. Coordinated the implementation of the district-wide IAQ management plan and monitored progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3c. Ensured that IAQ policies and upgrades in each school are developed and conducted consistently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3d. Developed management plans for integrated pest management, radon, and other relevant issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. EMERGENCY RESPONSE

4a. Developed an emergency plan for IAQ crises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4b. Identified a contact person(s) to communicate IAQ issues to the media.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4c. Notified school staff and other officials of emergency procedures and the identity and responsibilities of the contact person(s).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTES

